

Personnel

## SPECIAL TACTICS OPERATOR TRAINING

**COMPLIANCE WITH THIS INSTRUCTION IS MANDATORY.** This instruction implements AFPD 36-22, *Military Training*. It establishes the combat readiness training program for Special Tactics (ST) operators and defines the collective essential combat training tasks, outlines training responsibilities, and provides guidelines for planning, conducting, and documenting ST training. This includes mission-ready initial familiarization (IFAM) and qualification, advanced skills, special mission skills, and continuation training. This instruction applies to Air National Guard (ANG) when published in the AGNIND 2.

### SUMMARY OF REVISIONS

This revision aligns AFSOC requirements with AFPD 36-22 and incorporates requirements and procedures formerly in AFSOCR 52-1. It aligns ST training with AFI 36-2201, *Developing, Managing, and Conducting Training*, and AFI 13-219, *Special Tactics Operator Standards and Evaluation Program*. It also incorporates procedures for annual screening and formal school requirements, and adds intelligence training requirements for ST personnel.

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### Paragraph

#### Chapter 1—INTRODUCTION

|   |      |
|---|------|
| Purpose .....                                   | 1.1. |
| Responsibilities .....                          | 1.2. |
| Waiver Authority .....                          | 1.3. |
| Recommended Changes .....                       | 1.4. |
| Documentation .....                             | 1.5. |
| Continuing Medical Education (CME) Folder ..... | 1.6. |
| Training Tracker Products .....                 | 1.7. |

#### Chapter 2—GENERAL TRAINING

|  |       |
|--|-------|
| Training Concepts .....  | 2.1.  |
| Continuation Training .....                                      | 2.2.  |
| Parachute Training .....   | 2.3.  |
| Medical Training .....   | 2.4.  |
| Air Traffic Control (ATC) Training .....                         | 2.5.  |
| Terminal Instrument Procedures (TERPS) Training .....            | 2.6.  |
| Special Operations Terminal Attack Control (SOTAC) Program ..... | 2.7.  |
| Weapons Training .....   | 2.8.  |
| Dive Training .....  | 2.9.  |
| Intelligence Training .....                                      | 2.10. |

**Chapter 3—MISSION-READY TRAINING**

|                                 |      |
|---------------------------------|------|
| General .....                   | 3.1. |
| Training Planning Process ..... | 3.2. |
| Training Plans .....            | 3.4. |
| Training Events .....           | 3.5. |

***Page******Forms Prescribed***

|  |   |
|--|---|
| AFSOC Form 10, Individual Dive Record..... | 6 |
|--|---|

***Attachment***

|                                |    |
|--------------------------------|----|
| 1. GLOSSARY OF REFERENCES..... | 16 |
|--------------------------------|----|

## Chapter 1

### INTRODUCTION

**1.1. Purpose.** The ST training mission is to prepare units, leaders, and operators to deploy, fight, and win in combat at any intensity level, anytime, anywhere. This instruction establishes minimum training levels to achieve mission-ready standards. It specifies requirements for unit-level operator mission-ready status. Unit commanders may institute more demanding training criteria if needed to meet mission requirements, but they must develop lesson plans for unit-unique training requirements. Unit will provide copies of all lesson plans and unit operating instructions to the 720th Special Tactics Group Training Division (720 STG/DOT).

#### **1.2. Responsibilities:**

1.2.1. The Commander, 720 STG also functions as the headquarters AFSOC staff-level functional manager for ST. Responsibilities include:

1.2.1.1. Develop STG Mission Essential Task List (METL) consistent with higher headquarters taskings and requirements.

1.2.1.2. Review and approve ST squadrons METL. Select combat tasks so as to integrate combat operating systems. Provide appropriate direction of resources to combat tasks. Ensure priority emphasis to critical tasks during higher headquarters evaluations.

1.2.1.3. Publish and update training guidance.

1.2.1.4. Provide ST units with tasks, conditions and standards (TCS) for the collective essential combat tasks against which individual's, leader's, and unit's demonstrated ability to perform is measured.

1.2.1.5. Review and approve unit Quarterly Training Brief (QTB).

1.2.2. Unit commanders:

1.2.2.1. Ensure unit training programs are run safely and with a common sense, combat-oriented approach.

1.2.2.2. Develop and conduct periodic review of unit METL. Conduct unit METL proficiency assessment. Determine unit training objectives in support of METL. Determine strategy, long-range and short-range training plans. Allocate resources for the execution of training. Approve training activities proposed by the team leaders. Supervise unit evaluation program. Provide up-channel, lateral, and down channel feedback as required or directed.

1.2.2.3. Appoint trainers and task certifiers in writing.

1.2.2.4. Appoint personnel authorized to perform advanced skills (i.e., jumpmaster, dive supervisor etc.) in writing.

1.2.2.5. Present Quarterly Training Brief to the 720 STG/CC.

1.2.3. The unit training and standards section will:

1.2.3.1. Provide commanders with unit TCS which supplement higher headquarters TCS against which individual's, leader's, and unit's demonstrated ability to perform a task is measured.

1.2.3.2. Ensure internal evaluations occur on a regular basis.

1.2.3.3. Report operational strengths and weaknesses (trend analysis), observations, and recommendations to the unit commander as required or directed.

1.2.3.4. Schedule, coordinate, and assist team leaders in the execution of the commander's long-range, short-range, and near-term training programs.

1.2.3.5. Coordinate and schedule formal training requirements with higher headquarters.

1.2.3.6. Assist team leaders and supervisors in the maintenance of the AF Form 623, **On-the-Job Training Record (OJT Record)**, on all unit personnel assigned IAW AFI 36-2201, *Developing, Managing, and Conducting Training*, this includes senior NCOs and officers. In addition, maintain documentation as outlined in this instruction in the OJT record throughout their careers.

1.2.3.7. Compile and track training documentation specified in Chapter 3 of this instruction, and in-unit commander guidance to provide team leaders and subordinate commanders a product for assessing individual proficiency and currency in each METL activity.

1.2.4. Team leaders and supervisors:

1.2.4.1. Develop training events to support METL objectives in concert with commanders guidance. Provide scenarios, schedule resources, and coordinate instructions for the most realistic readiness training.

1.2.4.2. Schedule and execute individual training requirements.

1.2.4.3. Ensure all training accomplished by subordinate team members is correctly documented in OJT records, and the Air Force Operations Resource Management System (AFORMS).

1.2.4.4. Provide a verbal or written After Action Report (AAR) to the commander at the conclusion of all METL and combat task training.

1.2.4.5. Provide feedback on Formal Education and Training. Evaluation is a quality check to see how effectively Formal Education and Training is being conducted. It must focus both on the product and the process. All emphasis is placed on whether airmen can do the job needed to support mission requirements.

1.2.4.5.1. When deficiencies exist or when requested, the supervisor should provide formal education and training activities feedback on the quality of formal school graduates. Feedback is particularly appropriate following the initial qualification of operators assigned to the unit.

1.2.4.5.2. To identify tasks that were not adequately trained, the supervisor, after an appropriate observation period, will identify training deficiencies using an IN TURN memo. The memo will be routed to the unit training manager, DO, CC, the 720 STG/DOT and ANG/XOOM. This data will be forwarded through appropriate channels to HQ AETC.

1.2.4.5.3. Training assessment feedback will be submitted on all combat control, combat weather, and pararescue 3 levels assigned NET 90 days of being assigned to the unit and NLT 90 days of entering 5-skill-level training. Feedback on tasks that have been unnecessarily trained or have been over-trained helps

subject matter experts refine training and modify formal school curriculum and save time and training resources. These resources can then be applied to other areas identified as needing more training support.

1.2.4.5.4. An AAR will be submitted by personnel who graduate from advanced skills training (i.e., jumpmaster, DMT, etc.) within 7 working days of return to the unit. The AAR will be routed through the unit training section and unit commander for review then forwarded to the 720 STG/DOT IN TURN.

1.2.5. Individuals:

1.2.5.1. Document all training accomplished on appropriate forms.

1.2.5.2. Provide the team leader inputs for AAR after each training event.

1.2.6. Trainers:

1.2.6.1. Qualified and certified to perform the task to be trained.

1.2.6.2. Are graduates of a formal trainers course.

1.2.6.3. Are appointed in writing by the unit commander.

1.2.7. Task certifiers:

1.2.7.1. At least a SSgt with a 5-skill level (military) or an equivalent civilian experience level.

1.2.7.2. Are not the same person as the primary trainer.

1.2.7.3. Are qualified and certified to perform the task being certified.

1.2.7.4. Are graduates of a formal certifier course.

1.2.7.5. Are appointed in writing by the unit commander.

**1.3. Waiver Authority.** 720 STG/CC is waiver authority pursuant to all training required by this instruction. HQ USAF functional managers are the waiver authority for CFETP core skills identified in the specialty training standard (STS) of specific AFSC's assigned to the units. Units are not authorized to request core skill waivers direct to HQ USAF. Submit all requests for waiver to the 720 STG/DOT for coordination. Waiver authority for all ANG-gained units is through ANG/XOOM.

**1.4. Recommended Changes.** Forward recommendations for changes to the 720 STG/DOT on AF Form 847, Recommendation for Change of Publication.

**1.5. Documentation.** The OJT record is divided into tabs. Each tab is labeled at the bottom of the cover page. Each label should start with the top tab and run from left to right.

1.5.1. Tab 1 - Job Qualification Standard (JQS):

1.5.1.1. CFETP. Maintain a CFETP with changes on all personnel (including officers) IAW AFI 36-2201. Changes are placed behind the CFETP.

1.5.1.2. AF Form 797, Job Qualification Standard Continuation Sheet. This form is used to list training qualifications not listed in the STS, such as training accomplished for ST-unique missions, ST Initial Familiarization (ST-IFAM), or familiarization with new equipment.

1.5.1.3. Individuals in upgrade training (UGT) will file ECI Forms 9 and 34 on top of the CFETP. Remove these forms when UGT is complete.

1.5.2. Tab 2 - AF Form 623a, On-the-Job Training Record Continuation Sheet. This form (or equivalent) is used for those comments specified by AFI 36-2201. An example is a training problem encountered and resolved which caused a training interruption.

1.5.3. Tab 3 - Additional Training Forms:

1.5.3.1. A record of Air Force Ancillary Training.

1.5.3.2. AF Form 1098, Special Task Certification Recurring Training. This form is used to record recurring training to include re-certification in CPR, Emergency Medical Technician, self-aid and buddy care (SABC), demolition shots, and general Air Force ancillary training if not tracked on a training tracker product.

1.5.4. Tab 4 - **AFSOC Form 10, Individual Dive Record**. This form is used to maintain a historical record of individual dive training.

1.5.5. Tab 5 - AF Form 803, Report of Task Evaluations. The AF Form 803 is retained in Tab 5 of the individual's OJT record. Maintain the AF Form 803 in accordance with AFMAN 37-139, *Records Disposition Schedule*.

1.5.6. Tab 6 - Basic Qualification and Advanced Skill Documentation. Maintain a copy of special orders or commander certification letters placing individual on, or removing from demolition duty, dive duty, or other basic qualifications in Tab 6. This will include any qualifications not maintained elsewhere such as unit task trainer/task certifiers or dive supervisor, dive medical technician, etc.

**1.6. Continuing Medical Education (CME) Folder.** Maintain CME folders IAW AFSOCI 16-1201, *Pararescue CME Program*. Supervisors and individuals are responsible for coordinating with the unit training NCO for scheduling of required medical training events in order to maintain qualification and re-certification requirements.

**1.7. Training Tracker Products.** AFORMS will be used to track ST mission-ready training. This system is used to provide the commander, supervisor, team leader, or individual an assessment of individual or team combat-ready continuation training status. The unit training section and team leaders will maintain copies of the training tracker product. Upon PCS, place a copy of the most current training tracker product in Tab 3 of the individual's OJT records.

## Chapter 2

### GENERAL TRAINING

#### 2.1. Training Concepts:

2.1.1. All training is aligned with unit combat mission and designed operational capability (DOC) statement or approved METL, and master JQS or STS as it pertains to specific AFSC.

2.1.2. Commanders must take positive action to eliminate personnel who do not attain and maintain combat-ready status and physical fitness standards. Under normal circumstances, an individual should achieve mission-ready status within 90 days after arrival on station or completion of IFAM, if required.

2.1.3. Each ST unit should maintain a minimum of one non-staff advanced or special mission qualified individual (i.e., military freefall (MFF) jumpmaster, dive supervisor, and dive medical technician) for every six non-staff operators assigned.

**NOTE:** To maintain flexibility it is recommended that as many operators as possible attain and maintain these skills.

2.1.4. Conduct general Air Force ancillary training IAW AFI 36-2201.

2.1.5. The ST training program is organized into the following areas for upgrade training:

2.1.5.1. The 5-level upgrade program is conducted for newly assigned operators. This program is taught from unit lesson plans IAW AFI 36-2201 and AFMAN 36-2108, *Airman Classification*. Further training by the supervisor in a team environment is required before final consideration for 5-level upgrade. A task evaluation is administered when the individual is recommended by the team leader to assume 5-level combat operator status. A cross-section of METL combat tasks should be evaluated but specifics are determined by the commander.

2.1.5.2. The 7-level upgrade program is conducted IAW AFI 36-2201 and AFMAN 36-2108.

2.1.5.3. Prior Service/Sister Service Accessions personnel who have completed all UGT requirements may have their time in upgrade training requirement waived for award of 5-level. Commanders request waivers through the 720 STG/DOT. Contact the Director of Training for current waiver package requirements.

2.1.6. Manage task certification and de-certification IAW AFI 36-2201.

#### 2.2. Continuation Training:

2.2.1. The ST-IFAM program is conducted for all 3, 5, or 7-level operator personnel transferred from non-ST units or for those personnel without ST experience and is conducted at Hurlburt Field, FL. The 24th Special Tactics Squadron conducts an in-house IFAM program referred to as the Operator Training Course (OTC). Completion of the OTC/IFAM culminates with a successful unit task evaluation signifying upgrade to mission-ready status.

2.2.2. The local IFAM program is conducted for qualified operators transferring from one ST unit to another. Depending on previous qualifications, this program can vary from local procedures training to a complete review of ST procedures.

2.2.3. Advanced skill qualifications such as dive supervisor, static line jumpmaster, military freefall jumpmaster etc., are obtained through formal military schools. Other sources of training must be approved by the 720 STG/CC. Special orders are used to award or remove an advanced skill qualification when appropriate. Certification letters from unit commanders are used when special orders are inappropriate.

2.2.4. Special mission qualifications such as CSAR TL/TM, RAMZ TL/TM etc., are obtained through in-unit upgrade following established guidelines. The AF Form 797 will be used for task certification if the qualification item is not located in the AFSC specific STS. The AF Form 1098 will be used to identify and document items identified by commanders that require periodic recurring evaluation.

### **2.3. Parachute Training:**

2.3.1. On-going individual parachute proficiency training is essential to maintain the highest level of mission readiness.

2.3.2. MFF qualified personnel should make a minimum of one MFF proficiency jump in a continuous 90 day period. Refer to DATC 31-19, *Special Forces Military Freefall Parachuting*, for MFF sustainment training requirements. The *Department of Defense Pay Manual* outlines the minimum requirements to qualify for hazardous duty incentive pay (HDIP).

2.3.3. Static line-only qualified members should make a minimum of one jump in a continuous 90 day period. Refer to Technical Order 14D1-2-1-121, *Advanced Parachuting Techniques and Training*, for static line training requirements. The DODPM outlines the minimum requirements to qualify for HDIP.

2.3.4. Maintain MFF jumpmaster currency IAW DATC 31-19.

2.3.5. Annual MFF emergency procedures training will consist of:

2.3.5.1. Viewing the "Freefall Emergency Procedures" tape.

2.3.5.2. A practical suspended harness drill.

**NOTE:** Document the training on AF Form 1098 in the OJT record.

### **2.4. Medical Training:**

2.4.1. Guidance on the pararescue medical training program is outlined in AFSOCI 16-1201.

2.4.2. Mission-ready status medical requirements:

2.4.2.1. All assigned combat control and pararescue personnel must attain and maintain American Red Cross or American Heart Association Health Care Provider CPR certification.

2.4.2.2. All pararescuemen must also fulfill the following requirements to maintain mission-ready status:

2.4.2.2.1. Attain and maintain as a minimum Emergency Medical Technician-Intermediate (EMT-I) qualification.

2.4.2.2.2. Personnel assigned to the unit qualified to the EMT-P (paramedic) level will maintain that level of qualification. Commanders will make every effort to upgrade EMT-I pararescuemen assigned to the unit from other commands to the EMT-P level. Contact the 720 STG/SGT for upgrade assistance/scheduling.



2.4.2.3. All combat control personnel must maintain SABC certification IAW AFI 36-2238, *Self-Aid and Buddy Care Training*.

## **2.5. Air Traffic Control (ATC) Training:**

2.5.1. ATC is the primary mission of combat control and, as with any perishable skill, requires continuation training to remain proficient. All combat control operators should receive ATC training at USAF ATC tower facility resulting in a position certification or a control tower operator facility rating IAW AFI 13-203, *Air Traffic Control*, and FAA 8020.1. Additionally, units may enter into agreement with ATC facilities or use ATC simulators to enhance continuation training programs. MAJCOM agreements are established defining the policy and procedures for placement of ST operators in USAF control towers. The 720 STG/DOT will provide assistance as required in helping units gain access to training facilities.

### **2.5.2. ATC semiannual requirements:**

2.5.2.1. ATC procedures. Perform individual or group review of current FAA and USAF ATC procedures to include basic ATC standards, separation minima, and phraseology. Operators must also perform as the primary controller or supervisor able to provide on-the-spot ATC control and assistance to the primary controller during a multi-ship landing zone operation or multi-ship ATC simulation. Multi-ship operations are defined as simultaneous control of two or more airborne aircraft where separation is applied.

2.5.2.2. Conventional approach control. Operators will conduct non-radar training based on technical courses and procedures outlined in applicable FAA and USAF ATC publications.

2.5.2.3. Radar approach control. Units with a METL to deploy mobile radar platforms will participate in actual or simulator radar training which consists of identifying, understanding, and conducting radar approach procedures.

2.5.2.4. Weather observations. Practical and classroom training on current procedures for taking, recording, and reporting limited weather observations. Host base weather office or a Combat Weather Specialists may teach this block of instruction.

**2.6. Terminal Instrument Procedures (TERPS) Training.** Unit commanders will ensure that at least 10 percent of assigned combat controllers are qualified and proficient to develop and review TERPS.

**2.7. Special Operations Terminal Attack Control (SOTAC) Program.** AFSOCR 50-1, *Special Operations Terminal Attack Control Program*, defines training requirements, establishes minimum criteria, and provides guidelines for conducting and documenting SOTAC training and certification.

**2.8. Weapons Training.** ST operators will fire primary assigned weapons semiannually. During one semiannual period, accomplish practical and classroom training conducted IAW AFI 36-2226, *Combat Arms Training and Maintenance (CATM) Program*, and a use of force briefing IAW AFI 31-207, *Arming and Use of Force by Air Force Personnel*, and AFI 36-2201. For the other semiannual period, commanders are encouraged to pursue other special courses of fire which enhance combat shooting skills, teach weapon discipline while on the move, and incorporate definite performance objectives that are used to supplement annual CATM training. Joint Service weapons training is encouraged. Operators will be assigned personal weapons and will fire those weapons for all weapons training to include annual CATM fire. This includes off-station training scheduled and conducted by the unit. Accomplish transportation of

weapons off-station for training IAW applicable directives and local protocols. The additional cost in time and training dollars associated with the transportation of weapons to training locations is not a factor when realistic training is at stake.

**2.9. Dive Training.** Conduct dive operations IAW AFSOCI 60-101, *AFSOC Diving Program*, and Navy Sea Systems Command 0994-LP-001-9010, Volumes I thru IV, *U.S. Navy Diving Manual*. A dive medical technician (DMT) is required on site for closed-circuit diving. A DMT is desired for all dive operations. ST personnel will conduct two dives per semi-annual period. Units will develop realistic dive mission profiles structured, planned and conducted to support the unit's METL and 720 STG approved TCS. AFSOCI 60-101 outlines the minimum requirements to qualify for diving HDIP.

**2.10. Intelligence Training.** The unit intelligence specialist is responsible for conducting intelligence training for all personnel assigned to the unit. Given the nature of the ST mission, it is imperative that all ST personnel be firmly grounded with an appreciation of the intelligence applications listed below. Intelligence training is mandatory for all assigned mission-ready operators and will consist of, but not limited to the following objective areas:

2.10.1. Current situation. This is comprised of theater-specific, political, military, and medical current intelligence focused on current areas of conflict and future areas in which ST units may be employed as well as selected areas already identified within OPlans and CONPlans. This information is made available to ST personnel through briefings and/or books on a weekly basis. A daily intelligence read file should be made available.

2.10.2. Enemy threat. This area focuses on theater-specific forces, units, tactics, and equipment that could be encountered by ST units during any type of employment mission. This information is made available through briefings, booklets, posters, and demonstrations. This segment of the ST unit intelligence training program is required to be updated annually.

2.10.3. Ground equipment recognition. This segment addresses personal recognition and identification of both enemy and friendly tactical and man-portable SAM, AAA, armor and mechanized/motorized infantry. It is conducted through various media to include video tapes, slides, photos and diskettes. A minimum of two hours of study and review is required every six months. Tapes will be supplied by the 720 STG/IN.

2.10.4. Survival, evasion, resistance, and escape (SERE). This segment includes SERE tips, contact procedures, code of conduct, and resistance policy updates IAW Joint Services SERE Agency (JSSA) rules and directives. Format for this type of training includes videotapes, briefings, and readings with emphasis on data from the JSSA Newsletter.

2.10.5. Mission planning material review. This segment is designed to familiarize ST teams with material such as the grided reference graphic, contingency support package, operational support package, and diplomatic facility documents. The format for this type training includes presentations, demonstrations and exercises. It will be conducted for a minimum of 30 minutes over a six-month period.

## Chapter 3

### MISSION-READY TRAINING

**3.1. General.** The goal of realistic training is to achieve combat-ready standards. Every effort must be made to attain this goal within the confines of safety and common sense. Commanders must be willing to accept less than perfect results initially and demand realism in training. They must integrate realistic conditions, such as smoke, noise, simulated nuclear and biological contamination, battlefield debris, loss of key leaders and adverse weather conditions into training scenarios. Commanders must seize every opportunity to move personnel out of the classroom and into the field training environment. Combat focus must guide the planning, execution, and assessment of the unit training program to ensure its members train as they are going to fight. Using a combat focus enables commanders and their staffs to structure training programs that support their unit METL activities. Combat focused training is based on wartime requirements. ST units cannot achieve and sustain proficiency on every possible training task. Commanders must selectively identify the tasks that are essential to accomplishing the unit's wartime mission.

3.1.1. Commanders use two primary inputs to METL development: war plans and external directives. The most critical inputs to METL development are the organization's wartime operations and contingency plans. The missions and related information provided in these plans are key to determining essential training tasks. External directives are additional sources of training tasks that relate to an organization's wartime mission. Mission training plans, mobilization plans, installation wartime transition and deployment plans, and force integration plans are examples of external directives. After review and approval of a squadron's METL, the 720 STG/CC selects essential collective combat tasks. A combat task is a command group, staff, or subordinate organization's mission essential task that is so critical that its accomplishment will determine the success of the next higher organization's mission essential task. Collective combat tasks allow the 720 STG/CC to define the training tasks that integrate battlefield operating systems, receive the highest priority for resources, and receive emphasis during evaluations directed by higher headquarters. ST forces will be trained to execute the following collective essential combat tasks and ensure they can conduct self-sustained ground combat operations for up to 72 hours worldwide in arctic, desert, jungle, mountainous, urban, and sea environments.

3.1.2. ST teams will be capable of being employed tactically direct from their home station into the area of operations. Teams may be employed using a variety of tactical methods including:

3.1.2.1. Tactical (land and water) static-line and military freefall parachute operations.

3.1.2.2. Combat diver, small boat, and amphibious operations.

3.1.2.3. Overland infiltration and ex-filtration using mounted and dismounted techniques.

3.1.2.4. Air-land via fixed or rotary wing aircraft.

3.1.2.5. Air-mobile procedures including rope, ladder, and STABO.

3.1.3. Once employed, teams will be able to perform the following collective core tasks:

3.1.3.1. Provide terminal guidance and air traffic control to assault zone (AZ). Personnel will be trained to:

- 3.1.3.1.1. Select, evaluate, survey and establish AZ.
- 3.1.3.1.2. Clear, mark, and operate the AZ.
- 3.1.3.1.3. Establish en route and terminal navigation aids and beacons.
- 3.1.3.1.4. Conduct reconnaissance and surveillance missions.
- 3.1.3.1.5. Support regional survey team missions.
- 3.1.3.1.6. Use demolitions to remove obstacles to flight for follow-on operations.
- 3.1.3.1.7. Establish ground-to-air communications.
- 3.1.3.1.8. Coordinate AZ activities with the ground force commander.
- 3.1.3.1.9. Perform weather observations.
- 3.1.3.1.10. Provide positive control of personnel and equipment within the airhead area to include control of forward area refueling and rearming point operations.
- 3.1.3.2. Conduct search and rescue and combat search and rescue operations to include:
  - 3.1.3.2.1. Operate specialized personnel locator systems.
  - 3.1.3.2.2. Deploy and operate specialized emergency extraction equipment.
  - 3.1.3.2.3. Conduct surface/sub-surface recovery operations of SOF personnel or a perishable target.
- 3.1.3.3. Provide medical care, recovery, and evacuation. Personnel will be trained to:
  - 3.1.3.3.1. Provide combat emergency recovery and trauma care.
  - 3.1.3.3.2. Operate specialized combat medical evacuation vehicles.
  - 3.1.3.3.3. Conduct recovery and security team operations.
  - 3.1.3.3.4. Conduct casualty trans-load and medical evacuation operations.
  - 3.1.3.3.5. Conduct geographically specific rescue and recovery training as identified in para. 3.1.1., as it applies to unit METL and CFETP core task requirements.
- 3.1.3.4. Conduct, coordinate, and plan fire support operations to include:
  - 3.1.3.4.1. Control close air support aircraft.
  - 3.1.3.4.2. Control naval gunfire. See Note.
  - 3.1.3.4.3. Spot for artillery fire. See Note.
  - 3.1.3.4.4. Operate laser targeting equipment.

**NOTE:** Units that have a requirement to perform spotting for naval gunfire and artillery fire will maintain qualification and proficiency IAW applicable directives.

3.1.4. Guided by METL and the collective essential combat tasks, unit commanders conduct training assessments to determine the necessary skills personnel require to support the METL. Commanders then determine unit training objectives and formulate the strategy and plans in which to accomplish the objectives. Through the unit training and standards section, the commander then evaluates training against established standards.

3.1.5. Team leaders and supervisors ensure selected supporting individual tasks are complied with and conduct individual training assessments to determine adequacy of training. Team leaders execute training and conduct AAR to ensure standards are met. Forward AAR to the director of operations with info copies to the unit commander and the training and standards section. Document and monitor individual training IAW AFI 36-2201 using the applicable STS as supplemented by AF Forms 1098, 797, and 803.

**3.2. Training Planning Process.** Planning is an extension of the combat focus concept that links the unit METL with subsequent execution and evaluation of training. The commander provides two principle inputs at the start of the planning process, the METL and the training assessment. The initial training assessment is based on the analysis of war plans and applicable external directives. Commanders compare the unit's current level of training proficiency with the desired level of war fighting proficiency in ST combat task list requirements. This desired level is defined by the unit commander. Commanders use military training publications, the training and standards program, OJT records, and local operating instructions as additional tools to formulate the desired levels of training. Commanders must then use all available evaluation data to develop an assessment of the unit's overall capability to accomplish each component of the METL. In addition to past evaluations, other information about future events may influence the assessment. For example, projected PCS moves and new equipment could significantly affect the commanders assessment of training proficiency for upcoming training periods. Unit leaders should update the training assessment at the beginning of each long-range (1 year and greater) and short-range (3 months) planning cycle and after each major training event.

3.2.1. The commander uses the training and standardization section and the broad experience and knowledge of key subordinates to help determine the unit's current proficiency. The commander then uses these inputs to determine the units proficiency of each METL component. Current task proficiency is indicated by rating the task as "T" (trained) or "U" (untrained). The training requirement is the training necessary to achieve and sustain desired levels of training proficiency for each METL component.

3.2.2. The commander, assisted by the staff, develops a strategy to accomplish each training requirement. This includes improving performance on some tasks and sustaining performance on others. Through this process, the commander establishes training priorities by determining the minimum frequency each METL task will be performed during the upcoming short-range planning period. The strategy should include broad guidance that links the METL with all upcoming major training events.

3.2.3. Through the assessment of each separate METL component, the commander develops a training vision. This is a broad concept for training the unit to achieve and sustain wartime proficiency. The commander's training vision is supported by unit goals that provide a common direction for all the commander's programs and systems. The commander then involves the staff and team leaders in goal development to ensure common understanding and to create a team approach. The training vision and unit goals are then melded together with the METL and assessment into manageable training plans.

**3.4. Training Plans.** There are three types of training plans: long-range, short-range and near-term. They are defined as follows:

#### 3.4.1. Long-range training plans (18 months):

3.4.1.1. Disseminate METL with TCS.

3.4.1.2. Establish training objective for each mission essential task.

3.4.1.3. Schedule projected major training events.

3.4.1.4. Identify long lead-time resources and allocate major resources for real world missions and training rotations.

3.4.1.5. Coordinate long-range calendars with all supporting agencies to eliminate training detractors.

3.4.1.6. Publish long term guidance and planning calendar.

3.4.1.7. Provide basis for training budget input.

#### 3.4.2. Short-range training plans (3 to 9 months):

3.4.2.1. Refine and expand upon appropriate portions of long-range plan.

3.4.2.2. Cross-reference each training event with specific training objectives.

3.4.2.3. Identify and allocate short lead-time resources such as local training facilities.

3.4.2.4. Coordinate short-range calendar with all support agencies.

3.4.2.5. Publish short-range guidance and planning calendar.

3.4.2.6. Provide input to unit scheduling/training meetings.

3.4.2.7. Present QTB to higher headquarters.

#### 3.4.3. Near-term planning (starts 3 months prior to events):

3.4.3.1. Refine and expand short-range plan through training meetings.

3.4.3.2. Determine best sequence for training.

3.4.3.3. Provide specific guidance to trainers.

3.4.3.4. Allocate training resources to trainers.

3.4.3.5. Publish detailed training schedules.

3.4.3.6. Provide basis for executing and evaluating training.

**3.5. Training Events.** Commanders must link their training vision and goals to executable training plans by designing and scheduling training events. During long-range planning, commanders, their staffs, and subordinate team leaders make a broad assessment of the number, type, and duration of training events required to accomplish METL related training. In the subsequent development of short-range training

plans, they fully define training events in terms of tasks, conditions and standards, scenarios, resources, and coordinating instructions.

3.5.1. Through training events, unit commanders:

3.5.1.1. Develop wartime mission related scenarios.

3.5.1.2. Focus unit training on inter-related METL tasks.

3.5.1.3. Integrate all battlefield operations into combined training.

3.5.2. Major training events are the building blocks that support integrated METL directed training requirements. Included in long-range training plans, major training events should be developed to include opposing forces, controllers, evaluators, and other resources to provide the most realistic and combat focused training.

3.5.3. Annual screening for formal school requirements. All formal school requirements identified in each CFETP for all AFSCs assigned to the units will be submitted to the 720 STG annually. All formal school requirements for ANG-assigned AFSCs will be identified through the ANG training process. Unit screening will be validated using the AF Form 3933, MAJCOM Mission Training Request, and submitted to the 720 STG/DOT by 15 August of each year. Annual screening projections include the current FY and a 5-year forecast.

3.5.3.1. Formal school slots are allocated to the 720 STG from HQ AFSOC/DPPMT. The 720 STG/DOT then sub-allocates quotas to the units based on validated mission requirements as identified during the annual screening process. From year to year, units may experience a reduction in allocations versus quotas requested. This is normally due to fewer allocations being levied to the command. Sub-allocations to the subordinate units are made to support all unit METL requirements worldwide. When allocations are limited, adjudication for sub-allocations are made based on previous years utilization of quotas allocated to the units that were used, turned in or un-filled.

3.5.3.2. Upon receipt of school quotas, units will provide the projected attendee's name, rank, SSAN, and security clearance to the 720 STG/DOT within 14 days. This action is taken to hold the quota. Name changes may be made up to 45 days prior to class start date.

3.5.3.3. Primary and alternate candidates identified to attend U.S. Army SWC courses to include Special Forces Dive Supervisor or Dive Medical Technician courses must have a current long physical and SWC certified within two years of class attendance. Personnel not on a waiver for operational duty will send physicals to the 720 STG/SG for coordination and tracking with HQ AFSOC/SG. Personnel on waiver for operational duty must submit physicals direct to the John F. Kennedy Special Warfare Center and Schools (SWCS) Surgeon for approval.

3.5.3.4. All prerequisites for attendance to any formal school will be completed NLT 60 days prior to class start date. Any personnel changes must be made through the 720 STG/DOT NLT 45 days prior to start date. Name changes inside the 45-day window are authorized provided the name change is with personnel from the same unit. Units who can not firm up the quota within the 45-day window will turn in the quota to the 720 STG/DOT for re-allocation or turn-in as required. Any action inside the 45-day window may result in a loss of the training quota or result in a no-show.

3.5.3.4.1. All quotas not filled by the requester on the class start date, or quotas turned in inside the 45-day window that could not be re-allocated, will be reported in AFTMS as a no-show. When 2 AF/DOP

charges HQ AFSOC/DP with a no-show, a determination will be made whether the no show is charged to the unit, PF, MAJCOM functional manager or training section. An explanation is required from the charged party concerning the circumstances that led to the no-show. Units turning in quotas within the 45-day window must provide this explanation to the 720 STG/DOT when turning in allocated quotas.

3.5.4. The ability to accomplish the ST mission demands instantaneous transition from peace to war preparedness. This requires that all leaders understand, attain, sustain, and enforce the highest standards of combat readiness through tough, realistic training designed to challenge and develop individuals, leaders, and units. Training programs must result in demonstrated tactical and technical competence, confidence, and initiative in ST personnel. Every commander and leader is expected to know, understand, and apply the concepts of this instruction and AFI 36-2201. Training will remain our top priority because it is the cornerstone of combat readiness.

CRAIG F. BROTHIE, Co1, USAF  
Commander, 720th Special Tactics Group



**Attachment 1****GLOSSARY OF REFERENCES**

| <i>Reference Citation</i>                        | <i>Format Used<br/>First Time in Text</i>                                     | <i>Format Used<br/>Subsequently in Text</i> |
|--|---|---|
| Department of Defense                            | <i>Department of Defense Pay Manual</i>                                       |   |
| Air Force Instruction                            | AFI 13-203, <i>Air Traffic Control</i>  |   |
|  | AFI 13-219, <i>Special Tactics Operator Standards and Evaluation Program</i>  |   |
|  | AFI 31-207, <i>Arming and Use of Force by Air Force Personnel</i>             |   |
|  | AFI 36-2201, <i>Developing, Managing, and Conducting Training</i>             | AFI 36-2201                                 |
|  | AFI 36-2226, <i>Combat Arms Training and Maintenance (CATM) Program</i>       |   |
| Air Force Manual                                 | AFMAN 36-2108, <i>Airman Classification</i>                                   | AFMAN 36-2108                               |
|  | AFMAN 37-139, <i>Records Disposition Schedule</i>                             |   |
| Department of the Army Training Circular         | DATC 31-19, <i>Special Forces Military Freefall Parachuting</i>               | DATC 31-19                                  |
| Air Force Special Operations Command Instruction | AFSOCI 16-1201, <i>Pararescue Continuing Medical Education Program</i>        |   |
|  | AFSOCI 60-101, <i>AFSOC Diving Program</i>                                    | AFSOCI 60-1-1                               |
| Air Force Special Operations Command Regulation  | AFSO CR 50-1, <i>Special Operations Terminal Attack Control Program</i>       |   |
| Navy Sea Systems Command Publication             | NAVSEA 0994-LP-001-9010/20, Volumes I thru IV, <i>U.S. Navy Diving Manual</i> | Navy Diving Manual                          |